n° 24661
PAMPHLET CASE No. 25. JOSEPH POPE

MEMORANDUM FOR THE KING'S PRINTER

OTTAWA, 2nd January, 1906.

The following are the principal rules relating to the use of capital letters, punctuation and spacing, or arrangement which have been settled or adopted by the Committee and should be followed for the sake of propriety or uniformity in the printing of the Revised Statutes:—

CAPITALS.

Capitals have their place as marking the beginning of full sentences and proper names, and within limits, as aids to the eye to relieve the uniformity of a page or facilitate the finding of a place. There are, however, many cases in which practice differs, and where it is more or less difficult to determine whether a word should begin with a capital or not, but in all cases of well founded doubt, not herein provided for, the rule should be not to use a capital.

1. Such words as 'Act,' 'Order in Council' and 'Proclamation,' when referring to an Act of the Parliament of Canada or to a particular order or proclamation of the Governor General in Council should begin with capitals.

2. Titles of books, statutes, newspapers or periodicals, including every important word in the title begin with a capital.

3. Names of months, days of the week, holidays and historical days begin with a capital.

4. The titles of governments, departments of government, corporations and societies, together with each of the leading words in such titles begin with a capital.

5. When the title only of a person is given, or for sake of brevity, the fusl title of a government, department, corporation or society is not given, but the title used is intended to apply to a particular person, government, department, corporation or society, the word should begin with a capital, as *the Minister, the Department;* (referring to a particular minister or department); *the Chief Justice*, (referring to a particular chief justice); *the Plaintiff*, (referring to a particular plaintiff); otherwise if referring to any one of a class, or if the word

is preceded by the indefinite article, as, *a minister, a department, any chief justice, any plaintiff.*

6. Geographical, national or personal qualifiers when used as nouns or before nouns in common use to specify merchandise, do not take capitals, as, *india rubber, prussian blue, china, etc.* In other cases such words used as qualifiers should take a capital, as, *French language, American duties.*

7. When a geographical or proper name is used to qualify another, such as island, river, street, etc., the qualified word should take a capital, as, *Kedron Valley, St. John River,* but a capital should not be used for such words where they precede the proper name, as, *the valley of Kedron, the river of St. John, the province of Ontario the county of Carleton.* Such words as river, province, county, street, etc., should of course when used in general not take capitals, but if used instead of the name of a particular one they should begin with capitals, as, *Every street is paved. The Street is paved,* (referring to Metcalfe street).

8. The name of any important epoch or event in history takes a capital, as, *the Middle Ages, the Revolution, the Union.*

9. Names of religious denominations, whether used as nouns or as adjectives begin with capitals.

10. The word 'Provided' introducing a proviso to a section takes a capital.

11. In any list or enumeration of subjects intended each to occupy separate lines introduced by governing words followed by, *to wit; viz.; namely;* and the like, expressed or understood, begin each line introducing a fresh subject with a capital. For example:

The following persons shall not be required to pass any examination, viz.:—
(*a*) *Barristers;*
(*b*) *Engineers; and,*
(*c*) *Etc.*

Otherwise where a section of a statute is divided into paragraphs merely for the purpose of aiding or facilitating the construction, as,—

If any goods are found,—
(*a*) *in any shop;*
(*b*) *on any wharf; or,*
(*c*) *in any vessel;*
they may be taken to a warehouse and examined.

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In the interpretation sections where definitions are introduced in separate paragraphs following the words 'In this Act, unless the context otherwise requires,'—the rule is to begin each such paragraph with the word intended to be defined, and this word will take a capital or not according to whether or not it is to begin with a capital in the text.

12. Where, as is frequently the case, an Act is divided into parts, the word 'Part,' wherever used in the statutes, referring to one of these, should begin with a capital.

13. In the divisional headings over each group of sections each letter should be a small capital; otherwise as to the divisional sub-headings, which are printed in italics, and the leading words of which only should begin with a capital.

14. Each Act has a short title. The short title of any Act included in this revision, whether printed at the beginning of the chapter, or used in other places for purpose of reference, should be printed without quotation marks or italics. The leading words begin with capitals, but the article 'the' which precedes the title, should not begin with a capital. Thus:—*This Act may be cited as the Inland Revenue Act.*

15. The names of books, newspapers, etc., when referred to, are printed in italics, as the *Canada Gazette;* so also a reference to the title of an imperial or provincial Act, as *The British North America Act, 1867;* also where an Act of the Dominion is referred to by reference to the regnal year, chapter and title, the title is italicised, as, the Act passed in the fifty-first year of Her late Majesty's reign, chapter fifty-two, intituled *An Act to incorporate the South-Western Railway Company.*

It will be seen by applying these rules to the last revision of the statutes that there has been a much too generous use of capitals. For instance, such words as legislature, lieutenant governor, council, minister, department and the like usually there begin with capitals, whereas it should only be so where these words are used as standing in the place of the name of a particular individual or body.

In sections also which are broken up analytically into (*a*), (*b*), (*c*), etc., it is not unusual in the former statutes to begin new paragraphs with capitals in places where they should not have been used.

PUNCTUATION.

1. Where there is a list or enumeration of subjects intended each to occupy separate lines introduced by governing words followed by, *to wit; viz.; namely;* or the like, expressed or understood, use at the end of the governing lines a colon and

dash. Where, however, the division into paragraphs is made merely for the purpose of facilitating the construction, use instead a comma and a dash, and, in either case, at the end of each of the paragraphs marked (*a*), (*b*), (*c*), etc., a semicolon. If subparagraphs again lettered (i), (ii), (iii), etc., are introduced, these should be concluded by a comma. If the conjunctions 'and' or 'or' are inserted between the paragraphs a comma should follow these. For illustration of this punctuation see examples in rule 11 supra.

2. A period is always used at the end of a subsection.

3. A colon is always used to mark the pause preceding the introduction of a proviso.

4. A dash ought not to be used in place of a comma or a semicolon, nor should parentheses be used in place of commas.

5. Where the letters (*a*), (*b*), (*c*), etc., are used in parenthesis to mark a paragraph there should be no period or other punctuation mark following the letter. They should be printed thus:—(*a*) (*b*) (*c*).

SPACING AND ARRANGEMENT.

In the new revision attempt has been made to avoid long sections or blocks of type, consequently there has been a great deal of breaking up into short sections and subsections, and into lettered paragraphs. The present arrangement of the sections and subsections is well enough, but where there are lettered paragraphs they should be slightly moved over to the right; and if, as in occasional cases, there are under these subparagraphs again, they should be moved still further to the right. There are always governing words to begin, and usually at the foot of such a section, which should, of course, maintain the uniform width of the page.

The following may serve as an example:—

Articles which are the growth, produce or manufacture of the following countries, namely :—

(*a*) *any British colony or possession the customs tariff of which is on the whole as favourable to Canada, etc.; or*

(*b*) *the British Colonies, commonly called the British West Indies, including*

(i) *the Bahamas,*

(ii) *Jamaica,*

(iii) *Turks Island,*

may be entered for duty or taken out of warehouse, etc.

Observe that the word 'may' in the above illustration, beginning what may be called the predicative clause, is brought out

to the uniform left hand width, and it should always be so in such cases. This system of spacing or indenting it is thought would serve to catch the eye and facilitate the right understanding of a section.

SIDE NOTES.

These are written in green ink in the margin, and unless perchance there is a green ink alteration in the body of the text, the green ink is not intended to effect any alteration of the printed text.

TABLES.

There are tables bound at the end of each Act, showing the sources of the Act and how it has been revised. These are useful for purposes of reference only during the revision and are not to be reprinted.

PROCEDURE.

The original drafts as settled by the Commission will be sent to the King's Printer by Mr. Newcombe, who will take receipts therefor. The print will be set up from these and the proof as compared and issued by the King's Printer will be sent with the original copy to Mr. Newcombe, who in turn will see that the proof is again read, corrected and returned to the King's Printer. If any further proofs are required they will be asked for and handed out and returned accordingly. Then a final proof is to be sent to Mr. Newcombe for his perusal and signature. All final proofs to be signed by him. These instructions to govern until further notice.

E. L. NEWCOMBE.